Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10475
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 17
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 7

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10475

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 11/08/76
PAGES : 17

SUBJECTS :
HSCA, ADMINISTRATION
MARTIN, REBECCA

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

MARTIN, R.W.
Name of Employee

Address

Address

Phone Number

Position Title

Position Number | Level | Step

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

PERSONAL LEAVE RECORD

1977
YEAR

DATE OF APPOINTMENT
11-8-76

PRIOR FEDERAL SERVICE
Years | Months

ANNUAL LEAVE CATEGORY
1.0 ☐
1.5 ☐
2.0 ☐

BALANCE BROUGHT FORWARD FROM PRECEDING YEAR

Annual Leave	Sick Leave
2	2

Month	Day of Month (days marked X)	Accrued This Month Annual Leave	Accrued This Month Sick Leave	Available This Month Annual Leave	Available This Month Sick Leave	Used This Month Annual Leave	Used This Month Sick Leave	Balance at Close of Month Annual Leave	Balance at Close of Month Sick Leave	Employee Initials
Jan.		1	1					3	3	
Feb.		1	1					4	4	
Mar.		1	1					5	5	
Apr.		1	1					6	6	
May		1	1					7	7	
June		1	1					8	8	
July		1	1					9	9	
Aug.	15, 16, 17, 18, 19, 22, 23, 24, 25, 26	1	1	10	10	10		0	10	
Sept.	27	1	1	1	11	1		0	11	
Oct.										
Nov.	Terminated 9/30/77									
Dec.										

- ☐ with single diagonal = 0.5 day annual leave
- ☒ = 1.0 day annual leave
- S/ = 0.5 day sick leave
- S or S/S = 1.0 day sick leave
- A/ = 0.5 day administrative leave
- A or A/A = 1.0 day administrative leave
- U/ = 0.5 day unauthorized absence
- U or U/U = 1.0 day unauthorized absence
- Half-shaded box = 0.5 day leave without pay
- Shaded box = 1.0 day leave without pay

CERTIFIED CORRECT:

Employee's Signature | Date | Chief's Signature | Date
(If employee refuses to sign, state reason below.)

Approved: Clerk of the House | Date

This record will be forwarded to the Clerk of the House at the end of each calendar year, or in case of termination, along with the request for termination. Upon approval, the record will be filed in the employee's official personnel folder.

EXHIBIT I.

REBECCA WHEELER MARTIN
101 So. Whiting Street
Alexandria, VA 22304
Telephone 703/370-2258

EXPERIENCE

November 1976 to Present	U.S. House of Representatives, Select Committee on Assassinations Chief Clerk
August 1974 to November 1976	U.S. House of Representatives, Committee on Science & Technology Assistant Chief Clerk Duties: Budget preparation; funding resolution preparation; Clerk of the House six-month salary report; monthly report to House Administration Committee; new employee payroll enrollment; Committee minutes; assist in travel and voucher work; legislative calendar and connected legislative work (through use of House Information Systems computer systems, Aquarius and MITS).
November 1973 to August 1974	U.S. House of Representatives, Committee on Science & Astronautics Minority staff Duties: Clerical support for minority staff.
January 1972 to November 1973	The Idaho First National Bank, Legal Department, Boise, Idaho Legal Secretary Duties: General secretarial duties in a law office; maintaining docket and files; preparing agenda and resolutions for monthly board of directors' meetings.
May 1969 to January 1972	The Idaho First National Bank, Personnel Department, Boise, Idaho Secretary Duties: Payroll work; computing statistical reports, charting results of surveys and reports.
June 1967 to May 1969	Justad Insurance Center, Boise, Idaho Claims Clerk Duties: Assist policyholders with filing health and accident claims across the counter and through written correspondence.

EDUCATION

Northern Virginia Community College, Alexandria, Virginia
Attending part-time for own interest--mathematics and history.

Boise State College, Boise, Idaho
Two years, English emphasis.

Boise High School, Boise, Idaho
Graduated May, 1967.

PERSONAL

Born August 13, 1949, Hardtner, Kansas.
Married (John Byron Martin); no children.

REBECCA WHEELER MARTIN
101 So. Whiting Street
Alexandria, VA 22304
Telephone 703/370-2258

EXPERIENCE

November 1976 to Present — U.S. House of Representatives, Select Committee on Assassinations
Chief Clerk

August 1974 to November 1976 — U.S. House of Representatives, Committee on Science & Technology
Assistant Chief Clerk
Duties: Budget preparation; funding resolution preparation; Clerk of the House six-month salary report; monthly report to House Administration Committee; new employee payroll enrollment; Committee minutes; assist in travel and voucher work; legislative calendar and connected legislative work (through use of House Information Systems computer systems, Aquarius and MITS).

November 1973 to August 1974 — U.S. House of Representatives, Committee on Science & Astronautics
Minority staff
Duties: Clerical support for minority staff.

January 1972 to November 1973 — The Idaho First National Bank, Legal Department, Boise, Idaho
Legal Secretary
Duties: General secretarial duties in a law office; maintaining docket and files; preparing agenda and resolutions for monthly board of directors' meetings.

May 1969 to January 1972 — The Idaho First National Bank, Personnel Department, Boise, Idaho
Secretary
Duties: Payroll work; computing statistical reports, charting results of surveys and reports.

June 1967 to May 1969 — Justad Insurance Center, Boise, Idaho
Claims Clerk
Duties: Assist policyholders with filing health and accident claims across the counter and through written correspondence.

EDUCATION

Northern Virginia Community College, Alexandria, Virginia
Attending part-time for own interest--mathematics and history.

Boise State College, Boise, Idaho
Two years, English emphasis.

Boise High School, Boise, Idaho
Graduated May, 1967.

PERSONAL

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EXPERIENCE

November 1976 to Present — U.S. House of Representatives, Select Committee on Assassinations
Chief Clerk

August 1974 to November 1976 — U.S. House of Representatives, Committee on Science & Technology
Assistant Chief Clerk
Duties: Budget preparation; funding resolution preparation; Clerk of the House six-month salary report; monthly report to House Administration Committee; new employee payroll enrollment; Committee minutes; assist in travel and voucher work; legislative calendar and connected legislative work (through use of House Information Systems computer systems, Aquarius and MITS).

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Minority staff
Duties: Clerical support for minority staff.

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Legal Secretary
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Two years, English emphasis.

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Graduated May, 1967.

PERSONAL

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November 1976 to Present	U.S. House of Representatives, Select Committee on Assassinations Chief Clerk
August 1974 to November 1976	U.S. House of Representatives, Committee on Science & Technology Assistant Chief Clerk Duties: Budget preparation; funding resolution preparation; Clerk of the House six-month salary report; monthly report to House Administration Committee; new employee payroll enrollment; Committee minutes; assist in travel and voucher work; legislative calendar and connected legislative work (through use of House Information Systems computer systems, Aquarius and MITS).
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Two years, English emphasis.

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Boise High School, Boise, Idaho
Graduated May, 1967.

PERSONAL

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Alexandria, VA 22304
Telephone 703/370-2258

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June 1967 to May 1969	Justad Insurance Center, Boise, Idaho Claims Clerk Duties: Assist policyholders with filing health and accident claims across the counter and through written correspondence.

EDUCATION

Northern Virginia Community College, Alexandria, Virginia
Attending part-time for own interest--mathematics and history.

Boise State College, Boise, Idaho
Two years, English emphasis.

Boise High School, Boise, Idaho
Graduated May, 1967.

PERSONAL

Born August 13, 1949, Hardtner, Kansas.
Married (John Byron Martin); no children.

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca W. Martin	September 30, 1977
Employee Social Security Number	**Type of Action**
518-56-7099	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date October 14, 19 77

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

eb

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca W. Martin	8/1/77
Employee Social Security Number	**Type of Action**
518-56-7099	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Chief Clerk	22,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date August 2, 19 77

[signature]
(Signature of Authorizing Official)

LOUIS STOKES
(Type or print name of Authorizing Official)

CHAIRMAN
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca W. Martin	5/1/77
Employee Social Security Number	**Type of Action**
518 56 7099	☐ Appointment XX ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$20,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 10, 19 77

(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

FD 5/11

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca Wheeler Martin	4/1/77
Employee Social Security Number	**Type of Action**
518 56 7099	☐ Appointment ☑ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$42,400

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29, 1977

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $______.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca W. Martin	2/1/77
Employee Social Security Number	**Type of Action**
518-56-7099	☐ Appointment
Employing Office or Committee	☒ Salary Adjustment
Select Committee on Assassinations	☐ Termination (At close of business on effective date)

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$12,300.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date 2/28, 19 87 ____________________
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

GPO : 1975 O - 57-255

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca Wheeler Martin	1/3/77
Employee Social Security Number	**Type of Action**
518 56 7099	☐ Appointment ☐ Salary Adjustment X ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$13,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date________________________________, 1977

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rebecca Wheeler Martin	11/8/76
Employee Social Security Number	**Type of Action**
518 56 7099	X☐ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment; complete the following information.)

Position Title	Gross Annual Salary
Chief Clerk	$20,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. X☐ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date November 8, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related ✓

I am related by the following relationship ____________

[signature] 1/10/77

Signature of Employee Date